

Hall of Records
CommissionRECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-20

PAGE
NO. 1.

1. Requesting Agency

DORCHESTER COUNTY

2. Division or Bureau of Requesting Agency

TREASURER'S OFFICE

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☒ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. COUNTY TREASURER AND COLLECTOR OF TAXES

Five volumes dated variously, 1878-1883; 1884; 1900-1906; on the last two there are no dates, but the last one ends in 1909. The entries are arranged by districts and show by chronological entry the individual tax payment. These volumes preceded the list of Tax Payers which, in turn, preceded the Levy Cards.

RECOMMENDATION: RETAIN PERMANENTLY

2. LIST OF TAX PAYERS

There are ten of these bound volumes as follows:

1908 through 1917 with the following missing: 1915, districts 1 through 7; 1917, districts 8 through 18; and the volume for 1909. (Two volumes per year were used after 1914). The information shown is folio entry in the assessment docket; name; amount of taxes, real, personal, furniture, county and state; payment received and interest. The entries are by district and grouped alphabetically therein. These volumes apparently preceded the use of the Levy Cards which are presently being used to show payment of taxes.

RECOMMENDATION: RETAIN PERMANENTLY.

3. LEVY CARDS

These 4" x 6" cards are prepared annually. They are filed by district and alphabetically therein and show the name of tax payer, address, tax rate, the amount of assessment, whether real, personal,

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7. Agency, Division or Bureau Representative

X *John A. Smith*
Signature*Dorchester Co*
Title*2/9/55*
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Feb. 10, 1955
Date*Morris S. Badoff*
Archivist*FEB 14 1955*
Date*McLuskey*
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE C-20
NO.

PAGE
NO. 2.

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No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

furniture, and state and county tax. When paid, it is stamped paid and countersigned with the date. If requested, the name of the individual actually paying the tax will be noted on this card. These cards have been used since 1918; however, since 1940 there is no other record of payment except the stub of the tax receipt. Prior to 1940 a Tax Receipt Book was used which is recommended for destruction (See Schedule No. C-21, Item No. 2). The cards from 1918 to 1946 occupy 15 cubic feet in the basement vault. The cards since that date are in the Treasurer's Office.

RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN MICROFILM AND DESTROY ORIGINALS. RETAIN MICROFILM COPIES PERMANENTLY.

APPROVED BY
BOARD OF PUBLIC WORKS
FEB 14 1955

[Signature]
Secretary